United States Government

Department of Energy

Oak Ridge Office

memorandum

DATE: February 28, 2007

REPLY TO
ATTN OF: AD-442:Kent

SUBJECT: **EMERGENCY CONTACT INFORMATION**

TO: All ORO, OSTI, PNSO, SSO, and TJSO Employees

Maintaining current emergency contact information in your personnel records is essential to enable us to reach a family member in the event of an emergency. Consequently, you are requested to assure that your emergency contact information in the Corporate Human Resource Information System (CHRIS) is accurate and up-to-date.

You can access the Employee Self Service (ESS) feature of CHRIS at https://mis.doe.gov/ess. From the login screen, follow the instructions below to add or update emergency contact information:

- Input your CHRIS Employee ID or Social Security Number and your Password and click *Authenticate Me*. (If you do not have an ID and password, click on *Click Here* in the gray box on the right side of your screen and follow the online directions.)
- On the top left side of the screen, click the *Update* button. From the drop down menu, click *Emergency Contacts.*
- Follow the online directions to change, delete, or add contact information.
- Click *Submit* after changing, deleting, or adding information.
- Click *Done* after reviewing changes submitted successfully.

This entire process should take less than five minutes if you already have an ID and Password, and the information you provide will prove invaluable in an emergency. If you have questions or need assistance updating your information, please contact your Human Resources Specialist.

Melanie M. Kent, Chief
Federal Human Resources Branch